

**RULES
OF THE
TENNESSEE DEPARTMENT OF PERSONNEL**

**CHAPTER 1120-9
EMPLOYEE RELATIONS**

TABLE OF CONTENTS

1120-9-.01	Purpose	1120-9-.04	Sick Leave Bank
1120-9-.02	Communications	1120-9-.05	Employee Service Awards
1120-9-.03	State Employees' Charity Fund	1120-9-.06	Employee Suggestion Award Program

1120-9-.01 PURPOSE. The Department will ensure that programs are available in State service that will recognize employee service and suggestions for improvement of State Government. The Department will promote productive working relationships and effective communication between management and employees. State employees will be encouraged to serve their communities through the State sponsored charity fund program.

Authority: T.C.A. 8-30-202, T.C.A. 8-30-203 and T.C.A. 8-30-204. **Administrative History:** (For history prior to January 2, 1988 see pages 1-2). Repeal and new rule filed November 18, 1987; effective January 2, 1988.

1120-9-.02 COMMUNICATIONS. The Department will promote meaningful communication between management and State employees. Information about anything which affects employment in State government will be available to every employee. The Employee Relations Division will aid by referring employees to appropriate avenues for job related inquiries.

Authority: T.C.A. 8-30-202, T.C.A. 8-30-203 and T.C.A. 8-30-204. . **Administrative History:** (For history prior to January 2, 1988 see pages 1-2). Repeal and new rule filed November 18, 1987; effective January 2, 1988.

1120-9-.03 STATE EMPLOYEES' CHARITY FUND. The State Employees' Charity Fund will be coordinated annually by the Department. The Governor and the Commissioner will be designated as chairman and co-chairman respectively.

Employees may contribute through payroll deduction to social services and health agencies authorized by the Commissioner and recommended by an employee committee appointed by the Commissioner. Procedures and methods for deductions of monies are at the discretion of the Governor, the Commissioner and the Commissioner of Finance and Administration.

Authority: T.C.A. 8-30-202, T.C.A. 8-30-203 and T.C.A. 8-30-204. . **Administrative History:** (For history prior to January 2, 1988 see pages 1-2). Repeal and new rule filed November 18, 1987; effective January 2, 1988.

1120-9-.04 SICK LEAVE BANK. The Department will administer a bank which provides emergency sick leave to member employees who have personally suffered disability due to a catastrophic illness or accident.

Authority: T.C.A. 8-50-901 and T.C.A. 8-50-910. . **Administrative History:** (For history prior to January 2, 1988 see pages 1-2). Repeal and new rule filed November 18, 1987; effective January 2, 1988. Repealed and new rule filed August 25, 1994; effective December 29, 1994.

1120-9-.05 EMPLOYEE SERVICE AWARDS.

- (1) The Department will provide a consistent and uniform system through which employees will receive appropriate recognition for their service to State government. Each participating agency will verify eligible employees' length of service and submit a request for awards to the appropriate vender.
- (2) Service award credit will be given for the same periods of employment in State Government as are recognized by the Tennessee Consolidated Retirement System for retirement credit, excluding any service credit recognized by the Tennessee Consolidated Retirement System for service in local governments or the public school systems other than State owned and operated schools.
- (3) Service awards will be presented following five (5) years of creditable service and at each increment of five (5) years thereafter. The Department will assist participating agencies in making arrangements for special presentations of awards in recognition of thirty-five (35) or more years of service.
- (4) Awards provided by the Department will be at the discretion of the Commissioner and will be reasonably priced and of such quality to reflect positively on the employees of State government.

Authority: T.C.A. 8-30-202, T.C.A. 8-30-203 and T.C.A. 8-30-204. **Administrative History:** (For history prior to January 2, 1988 see pages 1-2). Repeal and new rule filed November 18, 1987; effective January 2, 1988. Repealed and new rule filed August 25, 1994; effective December 29, 1994.

1120-9-.06 EMPLOYEE SUGGESTION AWARD PROGRAM. The Department will administer the Employee Suggestion Award Program in accordance with guidelines set forth in T.C.A. 4-27-101, et seq. This program provides for cash or honorary awards to State employees for original, innovative suggestions which improve the efficiency and/or effectiveness of State government.

Authority: T.C.A. 4-27-101, et seq., T.C.A. 8-30-202, T.C.A. 8-30-203 and T.C.A. 8-30-204. **Administrative History:** (For history prior to January 2, 1988 see pages 1-2). Repeal and new rule filed November 18, 1987; effective January 2, 1988.